# PRE-MANAGEMENT DEVELOPMENT PROGRAM 2005

Purpose and Objectives
The Human Resources Department's Center for Learning, Education, and Development (LEAD) has developed a Pre-Management Development Program (PMDP) for employees who have no supervisory experience, but are seeking to promote into a supervisory position. Employees who are selected to participate in this program will be required to attend 104 hours of classroom training and complete approximately 150 hours of individual and group assignments outside the classroom. The PMDP will begin on September 14, 2005 and end on May 31, 2006.

The Pre-Management Program includes an in-depth, practical and educational curriculum developed for those employees who are pursuing a career as a public service manager. The curriculum is comparable to the principles of management coursework offered in a university level program. The practical application pieces help students to transfer management theory into action for public service. In addition, participants will learn and apply skills in critical thinking, business writing, public speaking, and promoting the image of a Public Service Manager.

The cost to attend the program is $175.00 per employee. This fee is to be paid by the employee's department and will be used to cover the cost of all associated training materials. The employee's department is also responsible for the cost of any accrued overtime an employee may accumulate while attending the PMDP program.

The course of study presented will be a mix of modern management theory and practical application in the public service setting.  The PMDP will cover the learning organization, environment of management, and the six functions of management: resources, planning, organizing, leadership, controlling and performance. Also included will be presentations by City subject matter experts who will lead the group through the practical application of the theory into city government functions and activities.  Application topics will include, but are not limited to:

- Time Management
- Interviewing and Hiring Process
- Employee Performance Initiative
- Conflict Resolution
- Disciplinary Process
- Business Writing
- Public Speaking
- Customer Service
- Stress and Violence in the Workplace

- Adult Learning Theory
- Cultural Diversity
- Basics of Government Functions
- Managerial Budgeting
- City Personnel Rules and Regs
- Code of Ethics
- City Strategic Management Structure
- City Purchasing System
- Human Resource Management

## Who can apply to the Pre-Management Development Program?

- Full time, permanent City employees that have successfully completed their probationary period.

- Not a full-time supervisor. A supervisor directs 2 or more employees, oversees work assignments, and manages appropriate paperwork such as P-30's, and general guidance and accountability for those employees.

## Overview of Application Process

1. Fill out the COA Pre-management application form completely and sign and date it.
2. Submit a current resume.
3. Submit a formal written essay indicating why you should be considered for the program and what you expect to gain from participating.
4. Include 3 letters of recommendations supporting why you should be accepted into this program. These letters must be from current or past supervisors, upper management, or other persons you consider appropriate to endorse your participation in this program.

## Program Expectations

- An absolute commitment to the entire 9-month program that also includes field trips and special events. Overtime is not paid for this educational opportunity by the Human Resources Department.
  If attending this program requires overtime hours, the employee must get prior approval from his/her supervisor and/or Department Director

- Meet for 8 hours in a classroom one day every other week as scheduled

- Complete all homework assignments

- Pass written and oral quizzes and exams

- Write and present public speaking assignments in the classroom environment

- Successfully complete and present course projects that are related to the betterment of public service using the KSA's taught in the program

# City of Albuquerque
## Human Resources Department

Martin J. Chavez, Mayor                                    Patricia Miller, Director

## PRE-MANAGEMENT DEVELOPMENT PROGRAM
## PARTICIPANT APPLICATION

**\*\*\*  ALL FOUR PARTS OF THE APPLICATION PROCESS MUST BE COMPLETED AND TURNED INTO CATHERINE GARCIA AT THE L.E.A.D. OFFICE NO LATER THAN 5:00 p.m. ON JULY 1, 2005 \*\*\***

**I.     General Information -Complete the 2 page application completely using a black or blue pen.**

NAME_____ Emp ID#_____

DEPT_____ DIVISION _____

Hire Date_____ Job Title_____

Work Phone _____ E-mail _____

Home Phone _____ Cell phone _____

1.     I have access to the internet: (Check the options that apply.)

     ____At work          ____At home          ____Other location

2.     I  get on the internet about _____ times per week either at work or at home.

3.     On a scale of 1-5, my comfort level with using a computer is:

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| Very Low | | Medium | | Very High |

**CIRCLE "YES" or "NO."** for each of the following eligibility requirements:

| | | |
|---|---|---|
| Yes | No | I am a full time, permanent City employee and I have completed my probationary period. |
| Yes | No | I am **NOT** a full-time supervisor.* (True = Yes) |
| Yes | No | I have **NEVER** been a full-time supervisor.* (True= Yes) |

NOTE: *A supervisor directs 2 or more employees, oversees work assignments, and manages appropriate paperwork such as P-30's, and general guidance and accountability for those employees.

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## II.    Personal Resume

a.  Attach a brief resume to this application. Use bullets to identify each job title and write a short statement about each job

b.  List dates for each job listing. Include month and year that each position started and ended (Example: April 99- June 02)

c.  Start with your most recent position and work backwards

d.  Avoid using too many technical terms. Keep the descriptions easy to understand by all readers

e.  Mention supervisory duties in past positions that are non-city related

## III.    Attach a 300-350 word essay

**Your letter should explain/describe why you should be considered for this program and should include:**

a.  Your long-term career aspirations with the City

b.  What your greatest strength would be in becoming a manager/supervisor

c.  How you will benefit in becoming a manager/ supervisor

d.  Explain what the City will gain from your participation and successful completion of this program

**Any letter over 350 words will NOT be considered**

## **Guidelines for Writing Your Essay**

a. Write your essay in first person. ("I believe I am qualified…" not, "This candidate is qualified because…")

b. Write clear, brief statements that demonstrate your ability to communicate effectively using carefully chosen words to indicate your knowledge, skills, and abilities. Keep these style rules in mind:

   i. Use simple, active verbs whenever possible

   ii. Make sure your essay is well organized and present clear examples, ideas, and convictions

   iii. Guard against using impressive technical language if it will confuse the reader

   iv. Whenever possible, use specific, concrete words to clarify your text

d. The body of the document should include: a brief introduction, adequate paragraphs to provide evidence and details to the statements made in the introduction, and a concluding paragraph that summarizes the main points of the essay.

e. Pay attention to the word count. Your essay must be at least 300 words, but NOT more than 350 words in length. It should be typed in a double spaced format and have your name, department, and division at the top of the essay.

## IV. **Attach Three letters of recommendation**

The three letters of recommendation must be from current or past supervisors and/or upper management and should explain why you should be considered for this program.

## Selection of Candidates into the Pre-Management Development Program

Qualifying Applicants

The completed application packet is to be turned in to The Center for Learning, Education and Development (LEAD) by the published deadline date. If you have questions or concerns, you may contact Catherine T. Garcia at 924.3808 or e-mail her at ctgarcia@cabq.gov.

Nominating Candidates and Selecting Participants
All application packages that meet the deadline and minimum requirements listed above will be forwarded to the appropriate Department Director for recommendation. Each Director will nominate up to three employees to the Pre-Management Development Program. The applications for these nominated employees will be reviewed by the Learning Council who will make the final selection for the program.

If you are selected to attend, you will be notified by LEAD in writing, by e-mail, and by phone using the information from your application form.

What Happens if I am Selected for the Program?

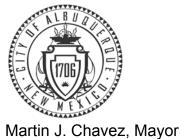Selected candidates will be required to complete the following requirements:

1.    Acknowledge and sign the Learning Contract with your supervisor and your Department   Director

2.    Pass all written tests and quizzes with a minimum of 80 percent correct or higher

3.    Successfully complete all class public speaking assignments

4.    Attendance to all classes is mandatory.  Any unexcused absence may be cause expulsion from the program

5.    All candidates must actively participate in classroom discussions and projects

6.    All candidates must successfully complete and present an individual as well as group course project

If you are selected your participation in this program **DOES NOT** guarantee a promotion or interview in any City promotional process. This is an educational and personal development opportunity. Successful completion of the program will earn a participant **two years** supervisory experience credit when applying for any City of Albuquerque position that requires supervisory experience.

Local universities and colleges have been known to give college credit for successful completion of similar development programs. The classroom contact hours to college credit conversion is based on THEIR policy.  Currently, the City has no articulation agreements in place with any university for this program. Please check with that particular institution for their policy on this subject. The Center for Learning Education and Development will be happy to share the program syllabus and faculty list with that institution. Your student program transcript will also be made available upon your written permission.

## <u>What if I'm not Selected?</u>
If you do not meet the minimum qualifications or are not selected, you will be notified in writing by LEAD by August 5. We encourage those not selected this time to reapply again in 2006. The program will be offered once a year. **Please note that non-selection is not grievable through any union.**

## PRE-MANAGEMENT DEVELOPMENT PROGRAM
## PARTICIPANT APPLICATION

I have read the requirements and provided all the required information in this packet. I am requesting consideration as a participant in the City of Albuquerque Pre-Management Program.

_____          _____

Signature                                                Date


_____

Print Name